TO: ALL STAFF

FROM: Sheri Henderson

Subject: ILT minutes

Date: 2/11/13

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| TOPIC: WASC Planning | | | | ILT MEETING | | |
| Location | | PRINCIPAL’S CONFERENCE ROOM | | | DATE | Monday, February 11, 2013 |
| Facilitators(s)/Recorder(s) | | | Sheri Henderson, Tom Hood, | | | |
| Members Present | | | Dr. Isaacs, Bill Webb, Yvett Landeros, Allison Kelly, Julie McManus, Stephan Joyet, Bora Kim | | | |
| Members Absent | | | Danny Lo, Edith Chavelas, Abelardo Diaz, Brandon Cabezas, Loretta Mui, Greg Schiller, Jonathan Kenyon | | | |
| TIME | 3:30 PM – 4:30 PM | | | | | |

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| **Minutes** |
| Agenda:   * **Scheduling the WASC Visit** * Planning PD for 2/12/13   **Discussion**:   * The WASC Visiting Team (VT) will consist of 6 people. Staff will see them Monday 3/4 through Wednesday 3/6, with most of the meetings and classroom visitations happening Monday and Tuesday; VT will typically split into pairs for Focus and Home group meetings and may observe classes singly or in pairs. * During Monday and Tuesday, the VT will expect to meet for 45-60 minutes with *every* department (Home group) and 1 hour with *every* Focus group. Each meeting must consist of *every* member who worked in that WASC section or department group, not representative samplings. The next two PDs will prepare us for these discussions; however, for today’s discussion, this plan presents a real scheduling challenge; we have no money for massive numbers of subs at $180 each, nor do we want that level of disruption in our classes while being observed. * To solve the above, we are proposing the following:   + Swap schedules Monday 3/4 and Friday 3/8 to allow for 45-60 minute meetings on Monday. Monday will be Advisory & 5-8; Friday will be 1-8. Tuesday, Wednesday, Thursday will follow the usual schedule.   + Focus Groups will meet from 3:30-4:30: 3 Monday, 3 Tuesday. There will be no PD on Tuesday. Groups that meet Monday will be free to go after school on Tuesday. ALL MEMBERS MUST BE PRESENT, SO WE NEED TO BE VERY CAREFUL ABOUT WHICH THREE GROUPS PLAN TO MEET MONDAY.   + Department groups will meet during the conference period that requires the LEAST amount of coverage; teachers on conference will be asked to cover for the few teachers who do not share their department’s conference period. So far, this looks like **16** sections Monday and **12** sections Tuesday, maximum (please see back)   + The VT Chair schedules classroom visitations, but the schedule will show the times that the visitations will take place.   + As soon as the specific meeting times and full schedule are worked out, all staff will get a copy for planning and so that corrections can be ironed out well in advance. * PD on **2/19 & 2/26** will deal with WASC Focus and Home group preparation.   **PLEASE PLAN TO BE HERE FOR THESE PD DATES.**  (over for tentative Home Group schedule)   |  |  |  |  | | --- | --- | --- | --- | |  | **Tentative Home Group Schedule** |  |  | |  |  |  |  | | **Monday** |  | **Need Coverage** | | | Per 5 |  | 0 |  | | Per 6 | ILT 11 | 7 |  | | Per 7 | Gp A: El 2 / SpEd 4 / WL 3; Gp B: TA 4/ MA 4; Gp. C Leadership | 7 |  | | Per 8 | VA 4 | 1 |  | |  |  |  |  | | **Tuesday** |  |  |  | | Per 1 | Gp. A: PE 2/ Dance 4; Gp. B: Science 7 | 6 |  | | Per 2 | Math 12 | 3 |  | | Per 3 | Gp. A: English 9 ; Gp. B: History 6 | 3 |  | | Per 4 | Counselors & Support Staff 5 & ? | 0 |  | |